

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Computer Operator I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Monitors the mainframe computer console to ensure the proper operation of the mainframe system. Answers calls at the City's help desk, and makes service calls. Runs programs and reports and maintains print room.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Ensures computer operation conformance by monitoring a computer which monitors the mainframe system and the associated tape/disk system, and placing service calls to programmers, network engineers, information system telecommunications analysts, or outside vendors.
2	M	Provides support duties by filling, picking up, pulling and mailing tapes, operating other peripherals, submitting and running programs for regular and special job slips, distributing and controlling data flow to computer room, preparing output data for distribution, printing, separating and distributing printouts, maintaining printers, maintaining supplies, and logging information.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year in computer operations.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read computer request forms, written instructions and emails.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to complete various logs.
Managerial	N/A
Budget Responsibility	N/A.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, distributing printouts
Sitting	F	Computer, desk work, answering telephone
Walking	F	To/from office equipment
Lifting	F	Printouts, paper, boxes, tapes, office supplies
Carrying	F	Printouts, paper, boxes, tapes, office supplies
Pushing/Pulling	F	Carts, door, repairing printer
Reaching	F	Tapes, forms, paper, office supplies, supplies
Handling	F	Printouts, paper, boxes, tapes, office supplies
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	O	Repairing printer
Crouching	N	
Crawling	N	
Bending	F	Lifting boxes
Twisting	F	Loading printer, picking up boxes
Climbing	O	Step stool
Balancing	O	Step stool
Vision	C	Computer, desk work, reading, performing repairs
Hearing	C	Staff, supervisor, engineers, programmers, vendors, telephone
Talking	F	Staff, supervisor, engineers, programmers, vendors, telephone
Foot Controls	N	
Other (specify)	N	

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Laser or inkjet printer, tape drive, computer, office supplies, telephone, impact printers, STIL 4480 tape drives, decollators, burster, automated tape library, fax machine, copy machine, service center software.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)